

## BLOOD DRIVE DONOR FORM

To receive leave credit, you must (1) donate at the Red Cross Center or (2) donate at the Blood Drives held at the Department of Social Services, NHC Health Department or The NHC Government Center and return this form in to the Human Resources Department or your HR InterFaces Representative.

### Instructions

1. Complete Section 1.
2. Have a Red Cross Rep authorize the donation or deferral in Section 2.
3. Submit this form to Human Resources or leave with HR Representative at the blood drive. DO NOT attach your donor form to your time sheet.
4. When you are ready to USE your leave, record it on your time sheet as pay code 507 (non-exempt) or pay code 557 (exempt).

**\*If you donate at the Red Cross Center during work hours, you will be required to use personal leave\***

<b>Section 1 (To be completed by donor)</b>	
Name of Donor _____	Date of Donation _____
EID# _____	County Department to receive credit _____
Donation Site: <input type="checkbox"/> Blood Drive Location	<input type="checkbox"/> Red Cross Center *
Donor Status: <input type="checkbox"/> Employee <input type="checkbox"/> Board Member	<input type="checkbox"/> Retiree
*If you donate at the Red Cross Center you must use personal leave or donate on your own time.	

<b>Section 2 (To be completed by Red Cross Representative)</b>	
Results <input type="checkbox"/> Successful Regular Donor	<input type="checkbox"/> Successful Double Red Cells Donor
<input type="checkbox"/> Deferral – Do not turn in this form; try again prior to the deadline.	
Verified by _____	

<b>Section 3 (To be completed by Human Resources / Payroll)</b>	
Date _____	
<input type="checkbox"/> Four (4) hours keyed to BLUD account _____	
<input type="checkbox"/> Five (5.33) hours keyed (double red cells) _____	

### Donation Site Information

**American Red Cross Center**

1102 S. 16<sup>th</sup> Street  
Call 254-Give (4483)

**Appointments Available**

Monday: 1pm – 6pm  
Wednesday: 11:30 am – 4:30 pm  
Friday: 8am – 1:30pm

**New Hanover County Health Dept.**

2029 S. 17<sup>th</sup> Street

**New Hanover County Social Services**

1650 Greenfield Street

**New Hanover County Government Center**

230 Government Center Drive

Contact: Amy Cook 798-7176

Email [acook@nhcgov.com](mailto:acook@nhcgov.com)